

City of Westminster Code of Ethics

Preamble

The Westminster City Council affirms the importance of having a city government that is fair, responsible and honest, and where its elected and appointed officials (“public officials”) operate in an atmosphere of respect and civility toward each other.

In furtherance thereof, the Westminster City Council hereby adopts the following code of ethics for the purpose of:

1. Describing the standards of behavior to which its public officials and city staff should aspire.
2. Providing an ongoing source of guidance as to how public officials and city staff should carry out their duties.
3. Promoting and maintaining a culture of ethics in the city.

Pledge

On May 22, 2019, the City of Westminster adopted a code of ethics which applies to all public officials and city employees. The code of ethics requires the following pledge:

Code of Ethics

Responsibility

- I understand that the citizens of Westminster expect me to serve with dignity and respect, and to be an agent of the democratic process.
- I will seek to avoid taking actions which might cause the public to question my independent judgment.
- I will not use my office, my position, or any city resources for personal or political gain.
- I promise to be a prudent steward of public resources, and to actively consider the impact of my decisions on the financial and social stability of the City and its citizens.

Fairness

- I will promote consistency, equity and non-discrimination in all of my decisions.
- I will make decisions based on the merits of an issue, including applicable research and facts.
- I acknowledge the importance of the public’s involvement in the decision-making process, and will seek to encourage public participation and right to know.

Respect

- I will treat other public officials, and members of city staff and the public, with respect, patience, courtesy and civility, even when I disagree with opinions they have expressed.

Honesty

- I will be honest with other public officials, city staff, the public and others.
- I will seek to make decisions which are in the public’s best interest, whether those decisions are popular or not.
- I will take responsibility for my actions, even when it may be uncomfortable to do so.

**CITY OF WESTMINSTER
CODE OF ETHICS
ACKNOWLEDGEMENT PROCESS**

- Following its adoption on May 22, 2019, all elected and appointed public officials of the City of Westminster, including members of every city board, commission or committee, and all city employees, will be given a copy of the newly adopted Code of Ethics and will be asked to sign an acknowledgement form.

THEREAFTER:

- All elected public officials will be given a copy of the Code of Ethics and asked to sign an acknowledgement form at the time of their swearing in.
- All new employees of the City will be given a copy of the Code of Ethics and asked to sign an acknowledgement form as part of their new employee orientation.
- Every appointed public official will be given a copy of the City Code of Ethics and asked to sign an acknowledgement form at their first meeting.
- Acknowledgement forms for public officials, both elected and appointed, shall be held and maintained by the City Clerk. The City's human resource department shall maintain any acknowledgment forms signed by City employees.